



Dear Arbor Heights' Families,

Welcome to the opening of what promises to be a wonderful school year! At this time of the year, there is great anticipation of what is to come, and I am as excited as the Arbor Heights' teachers, children, and parents. Why? I am excited to begin a new school year with innovative instructional programs, an Arts Specialist and state-of-the-art computer equipment in place. I am honored to have the opportunity to return to Arbor Heights and to be part of this wonderful community.

Together, teachers, students, and parents/guardians make a strong Arbor Heights family. We appreciate your support as your child enters the classroom, learns, and grows through the year. Let's all commit to have a good school year, setting everyone, students, as well as teachers, up for success.

Throughout the year I look forward to meeting the new members of our community and connecting with returning community members. I encourage families to get to know each other so that we can build new friendships and support each other as the need arises.

*You will have a great opportunity to meet new people and see old friends at our very first **"Meet & Greet"** **September 4th** beginning at 2:00 pm. This should be a wonderful opportunity to visit your child's classroom, unpack school supplies, and meet members of the greater Arbor Heights' community. Another addition to the Arbor Heights' Family Engagement Calendar includes **Curriculum Night**. This is an evening for parents and guardians to learn about curriculum, instructional outcomes, and classroom procedures and policies.*



Curriculum Night

Thursday, September 27

6:00 pm: FIRST, SECOND and the combination classroom FIRST/SECOND. Please meet in your child's classroom. Note: at 6:45 a call to the cafeteria for an introduction of all staff and a brief principal conversation related to our school's vision and instructional goals for school year 2012-13.

6:45-7:15 pm: All families and staff are asked to join Principal Collins in the cafeteria.

7:20 pm: THIRD, FOURTH, FIFTH and Combination classes TWO/THREE and FOUR/FIVE After the meeting in the cafeteria parents/guardians are asked to meet in your child's classroom.

A few things to make our year go more smoothly – first, please help us to be good neighbors. Make sure to park legally; be aware of blocking driveways. And, as tempting as it might be to bring your dog up to school, pets are to remain off campus. If you must bring your dog up to campus for some reason, please keep him/her on a leash across the street. Be considerate of children and adults who might be allergic and/or who might be uncomfortable around animals.

Another way to help our year go smoothly is to check out the new Arbor Heights' website -- debuting in late September. We will update regularly with information you need to keep on top of what's happening at school. And finally, school begins at 8:55 a.m. We added a tardy bell at 9:00 a.m. **The expectation is to begin instruction promptly at 9 a.m.** Parents help set their child up for success by getting him/her to school on time, ready to learn.

In closing, I want all of our new and returning families to know I am very proud of our school for the work we have been doing and the work we have yet to do. As principal you can expect me to lead ethically, and with integrity and transparency. I believe the principal should be visible and involved, and I will work hard for the betterment of our school community and students we serve. I am proud of the work we have begun.

At Arbor Heights Elementary, the staff, faculty, and administration are honored that you entrust us with your precious ones. The hours that your children are with us each day are so important. Here's to a great school year!

If you have any questions, please call me at 206-252-9250 or email, cacollins@seattleschools.org.

Sincerely,

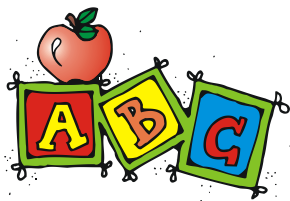
Christy Collins, Principal



Classroom Staff at Arbor Heights

- **Kindergarten:** Sally Nguyen and Mr. Wilkie
- **Kindergarten/First:** Alisa Weaver
- **First grade:** Marcia Ingerslev and Sue Wilson
- **First/Second & Spectrum:** Cate Simmers
- **Second Grade:** Janet Feagan and Angie Nall
- **Second/Third & Spectrum:** Barry Fisk
- **Third:** Lynn Salter
- **Fourth:** Margaret Boitano and Mitzi Sato
- **Fourth/Fifth & Spectrum:** Sandy Kennewick **Please note:** Ms. Kennewick will be on medical leave for the first two months of school. Ms. Phyllis Stewart will be the long-term sub for the 4/5 classroom. I am confident the team of fourth and fifth grade teachers will be dedicated to providing the best educational opportunities for all learners.
- **Fifth:** Ruben Gonzalez

Please welcome Art Specialist, Katherine (Kate) Baker working half-time at Arbor Heights Wednesday afternoon through Friday. We are excited to provide an arts specialist for our students as we ambitiously work to meet the mission and vision of our school: "Arbor Heights Elementary School is a community dedicated to fostering the development of lifelong critical and creative thinkers."



Back to School Reminders:

August 24 Classroom welcome post-cards sent to all Kindergarten and K-1 students welcoming to the school, their teacher and an invitation to attend our special Kindergarten Orientation & school wide "Meet & Greet".

August 29 Classroom welcome post-cards sent to all First through Fifth grade students welcoming to the school, their teacher and an invitation to attend our special Kindergarten Orientation & school wide "Meet & Greet".

August 30 Kindergarten Orientation 6 p.m. – 7:30 p.m. Cafeteria & classrooms.

September 4 Meet & Greet 2 p.m. – 3 p.m. Meet your teacher and unpack supplies.

September 5 First Day of School 8:55 a.m. First bell!

September 13 Hot-dog Cookout & General PTA meeting. 6 p.m. – 8 p.m.

September 19 Principal Coffee & Conversation. 9:15 a.m. – 10:30 a.m. Share your ideas!

Classroom Change Process

Procedure and placement change request forms are available at the Arbor Heights' office Kiosk.

Kindergarten Orientation

This meeting for kindergarten parents will be on Thursday, August 30 at 6 p.m. in the Arbor Heights Cafeteria. Both full day, half-day and the K-1 programs will share information about kindergarten procedures, expectations, transportation and safety. A new Kindergarten Handbook will be available for our new kinder families.

Supply Lists

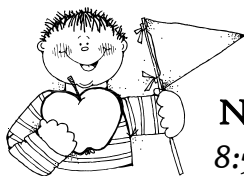
Posted on the Arbor Heights' website and the Arbor Heights' office Kiosk. If you are unable to obtain the recommended supplies, the **West Seattle Rotary** program, "Pencil Me In" generously provided basic school supplies for up to fifty students, including backpacks. If you are in need of school supplies, please contact the school office. Si usted está en necesidad de útiles escolares, por favor comuníquese con la oficina de la escuela.

First Day of School

Start time: 8:55 a.m.

End time: 3 p.m.

the playground at



Breakfast served at 8:35 a.m.

NOTE: For the first day of school, students are to line-up on 8:50 a.m. to meet their classroom teachers. The teachers will hold up name signs indicating where students will be meeting them. The teachers will walk their students into the building on the first day of school.

★Medication

Does your child have a life threatening allergy or asthmatic condition? If so, a reminder that Nurse Bowen requires all medications with doctor's order provided to her by the first day of school. Please call the office for more information if this process is new to you. We'll help you acquire and complete if needed the proper paperwork so that the medication can be kept at school.

Emergency Information

It is essential that you notify the office with any changes in your home, cell or work numbers, address or emergency contact information. An emergency form will be in the first full week, Friday Packet. Please return it promptly. Thank you!

Attendance Policy

State law requires that students attend school. The district requires a written note or a phone call from the parent explaining the absence or late arrival. After two unexcused absences, a parent conference is required.

I am counting on everyone being in his or her classroom by the 9 a.m. tardy bell. Due to supervision and safety concerns, students should not arrive before 8:35 a.m. in the morning, unless participating in the breakfast program.

Behavior and Discipline

Our goal is to provide an environment where children can be inquisitive, caring knowledgeable, responsible and self-controlled.



All Arbor Heights Community Members Are:

Responsible

Respectful

Kind

Every effort will be made to achieve a positive school climate where the needs of all individuals are recognized and where kindness, courtesy, and respect for one another prevail. Each classroom teacher will be developing classroom rules, consequences/rewards, and lessons on school behavior. Your child's safety is of critical importance to me. Although I do not foresee problems related to behavior, know that aggressive behavior will not be tolerated. There will be significant consequences for fighting, injuring, or threatening another child. Consequences include students going home for the day, parent/student/ counselor conference, restitution/school service and possibly, short term suspension. Please read carefully the **Parent & Student Handbook** for additional information. Consistent school and parent support is vital to making Arbor Heights a great place for students. **NOTE:** An electronic version of the Parent & Student handbook will be available on our new website debuting in late September.



Your Arbor Heights PTA needs your support. Please consider committing to join as a member and to help on at least one project this year. PTA provides many special events and funding for our students and classroom teachers. Please join the Arbor Heights PTA –Hot dog cook-out and general meeting: Thursday, September 13 beginning with hot-dogs served at 6 p.m!

Office Hours

Office hours during the school year: 8 a.m. – 4:30 p.m. My door is always open – please stop by and say, hello! The daily school schedule and district calendar are published in our Parent & Student Handbook and the twice-monthly **Arbor Heights' Communicator**. Note: we are looking at new ways to communicate school information and happenings. Please let us know the manner you would like to receive school and PTA information by completing the Communications form in your first week packet.

Lunch information

If your child is purchasing lunch, send checks payable to “Nutrition Services” with your child’s first and last name on the subject line.

Lunch Schedule:

4 th , 4/5 and 5 th plus, Coutts.	11:30-11:45	Recess: 11:45-12:10
K, K-1 and 1 st	11:45-12:05	Recess: 12:05-12:25
1-2 2 nd , 2/3, 3 plus, Crooke.	12:05-12:25	Recess: 12:25-12:45

Transportation

Transportation notices typically arrive a few days before the start of school.

School Dress Code

September tends to be a warm month at school, especially on the second floor. I ask that students wear sturdy, supportive play shoes and refrain from wearing short shorts or skimpy tops (such as halter tops or tops that show the mid-riff) to school. Please dress for our educational mission and leave summer-style clothes at home.

